

School/Department Coordinator Guides

Running a PLO Report

August 2023

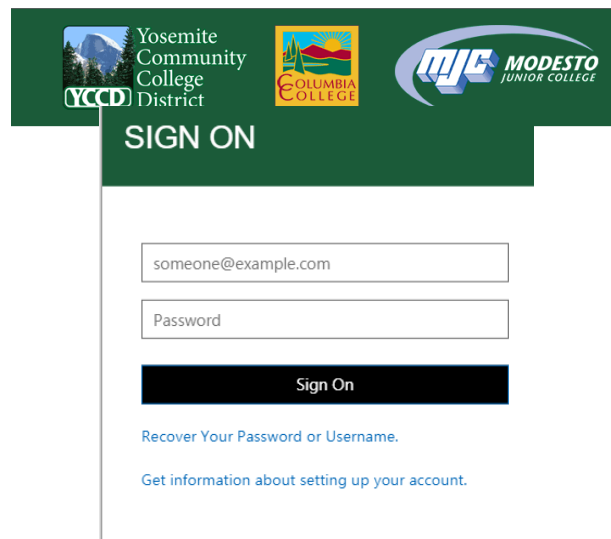


Written By

OFFICE OF PLANNING, RESEARCH,
INNOVATION, & INSTITUTIONAL
EFFECTIVENESS

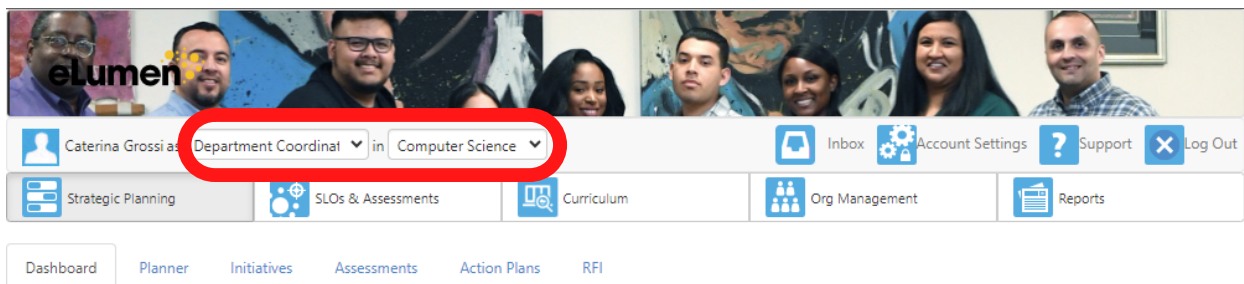
Running a PLO Report in eLumen

1. Access the eLumen page and sign through single sign-on



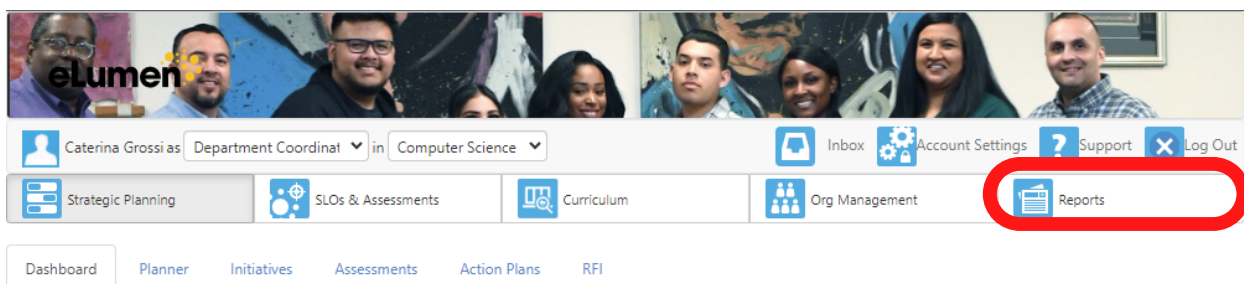
The image shows the eLumen Sign On page. At the top, there are logos for Yosemite Community College District (YCCD), Columbia College, and Modesto Junior College (MJC). Below the logos is a green header with the text "SIGN ON". Underneath, there are two input fields: one for an email address (pre-filled with "someone@example.com") and one for a password. A black "Sign On" button is positioned below the password field. At the bottom of the form, there are two links: "Recover Your Password or Username." and "Get information about setting up your account."

2. Check to ensure you are in the department coordinator role and in the correct department



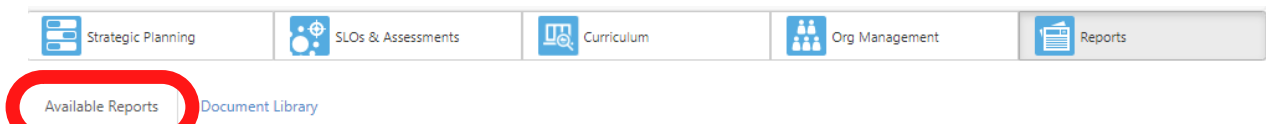
The image shows the eLumen user interface. The user is logged in as "Caterina Grossi" with the role of "Department Coordinator" in the "Computer Science" department. The interface includes a navigation bar with tabs for "Strategic Planning", "SLOs & Assessments", "Curriculum", "Org Management", and "Reports". The "Reports" tab is highlighted with a red circle. Below the navigation bar, there are several sub-tabs: "Dashboard", "Planner", "Initiatives", "Assessments", "Action Plans", and "RFI".

3. Click on the "Reports" tab.



The image shows the eLumen user interface with the "Reports" tab selected. The "Reports" tab is highlighted with a red circle. The interface is the same as in the previous image, but the "Reports" tab is now the active tab.

This will bring you to the "Available Reports" area of eLumen.



The image shows the "Available Reports" area of eLumen. The "Reports" tab is selected, and the "Available Reports" sub-tab is highlighted with a red circle. The "Document Library" sub-tab is also visible.

Please select one of the following reports

4. Click on "SLO Performance Report".

Available Reports Document Library

Please select one of the following reports

Report name	# in Library	Last run
Budget Report for Action Plan	0	
Course Statistics and Evidence	0	
Faculty Participation Report	0	
Institutional Statistics	0	
ISLO/PSLO Summary Map by Course/Context	0	
SLO Performance - By Division, Course, CSLO	0	
SLO Performance - ISLO/PSLO With Courses	0	
SLO Performance Report	1	07-25-2023 17:29:01
SLO Presentation	0	
Strategic Initiative Section Report	0	

5. Generate a report for "Programs" and select the program for which you would like to run the report.

Available Reports Document Library

SLO Performance Report

Generate for Departments Programs * Please select a Program

6. Give your report a title (e.g. ENGL AA-T PLO Report)

SLO Performance Report

Generate for Departments Programs * Please select a Program

Report Title

7. Click on the "Terms" drop down menu to select which terms you would like to see in the report

Select By Terms Cycles

Show Catalog Courses or Contexts

Select a Course Group



SLO Dimension

Terms

None selected

- Select all
- MJC Spring 2023
- MJC Fall 2022
- MJC Summer 2022
- MJC Spring 2022
- MJC Fall 2021
- MJC Spring 2021


8. Click on the **"SLO Dimension"** drop down menu and select Program PSLOs

SLO Dimension  

Show by SLO Category

9. In the **"Course Dimension"** section, select **"Demographics"** to include disaggregated data in the report.

Course Dimension Course Types None

Course  Section Attributes

Demographics

The **Student Demographics** option will only include section level direct scores.

10. Click **"Generate Report"**

Dimension Order SLO then Course Dimension Course then SLO Dimension

Additional settings Include roster totals

Include N/A

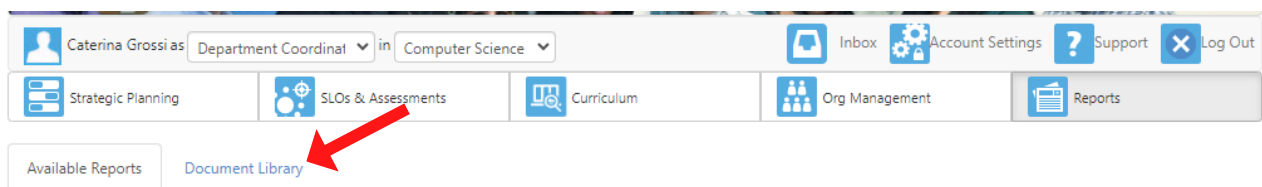
Show Inactive Include results for inactive Courses/Contexts

Include results for inactive SLOs

[Show Format and Share options](#)

[Generate Report](#)

11. You will receive an email once your report is complete. The report can be found in your eLumen Document Library. Select the **"Document Library"** sub-tab to view your report.



12. Select the report and click download.

Questions? Need assistance?

Email us at mjcinstitutionaleffectiveness@yosemite.edu